



Hazeltine & Graham, LLC. Employment Application

Personal Information

Name _____

Street Address _____

City _____ State _____

Zip Code _____ SSN _____

Home Phone _____ Cell Phone _____

Are you over 18? Yes No If not, birth date _____

Education History

Please list all degrees, diplomas, certificates, etc. and the issuing institution.

Degree Earned	Major/ Field of Study	Issuing Institution, Address, Date Issued

Current or most recent school _____

Address _____ City, State Zip _____

Last Grade Completed _____ Degree Earned _____

Major _____ GPA _____

Sports / Activities _____

Currently Enrolled? Yes No Teacher or counselor _____

Employment History

Please list employers beginning with the most recent

Company _____
Address _____ City, State Zip _____
Phone _____ Supervisor _____
Job _____ Dates worked From To _____
Salary _____ Reason for Leaving _____

Company _____
Address _____ City, State Zip _____
Phone _____ Supervisor _____
Job _____ Dates worked From To _____
Salary _____ Reason for Leaving _____

Company _____
Address _____ City, State Zip _____
Phone _____ Supervisor _____
Job _____ Dates worked From To _____
Salary _____ Reason for Leaving _____

Other relevant experience/training (volunteer work, etc.). Please describe. Exclude organizations that indicate race, religion, age, or national origin of members.

Position Information

Position desired _____

Date available to start _____

Do you have reliable transportation _____

Total hours available per week _____

Hours

Available	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From							
To							

What subjects/areas of literature are you most knowledgeable of

List any additional skills that you would be willing to offer (ie. Painting, computer software, construction, etc.)

U.S. law requires that, if hired, you must furnish appropriate documentation establishing identity and employment eligibility. For example, acceptable documents include: a U.S. Passport, Certificate of U.S. Citizenship, Certificate of naturalization or INS Forms 688 or 688A; a Social Security Card or birth certificate issued by government authority and a driver's license, school I.D. with photo or other government issued documentation establishing identity.

During the past 5 years, have you ever been convicted, pled guilty or pled no contest to a crime, excluding misdemeanors and traffic violations? Yes No If yes, describe in full

Answering yes will not necessarily bar you from employment.

1. I certify that I have read this application and the information on it is complete and correct. I understand that any omissions or misrepresentation of information is grounds for dismissal. 2. I authorize the persons, employers, schools and organizations listed on this application to give you any information concerning my employment and other pertinent information they may have, personal or otherwise, and release all parties from all liability and damages that may result from furnishing this to you. 3. I acknowledge that Hazeltine & Graham, LLC. reserves the right to amend or modify any of its handbooks or policies at any time and without prior notice. These policies do not create any promises or contractual rights between this employer and its employees. At Hazeltine & Graham, LLC. employment is at will. This means that an employee is free to terminate his/her employment at any time, without any reason, with or without cause, and the employer retains the same rights.

Hazeltine& Graham, LLC. is an Equal Opportunity Employer. Various Federal, State, and Local laws prohibit discrimination on account of race, color, religion, sex, age, national origin, disability, veteran's status or other protected categories. It is this employer's policy to comply fully with these laws, as applicable, and information requested on this application will not be used for any purpose prohibited by law.

I understand that as a part of the procedure for my employment application an investigative consumer report may be made concerning my character, general reputation, personal characteristics and mode of living. Upon written request, additional disclosure concerning the complete nature and scope of the investigation will be provided. If I am denied a job based either wholly or in part because of information contained in an investigative consumer report, I will be provided the name and address of the reporting agency that supplies the information.

Signature _____

Date _____

Office Use Only

Date Handed Out _____ Impr. _____

Date Returned _____ Impr. _____